CLASSROOM CHECKLIST

SCHOOL BATTALION: NCOA-AC
DATE: 22-Apr-02

	YES	NO	REMARKS

1.   Is ***visitor's folder*** available?
  a.   Is a ***visitor sign-in log*** available?
  b.   Is a current ***ATRRS class roster*** available?
  c.   Is a ***student attendance register (TRADOC Form 270-R)*** available? (Sign-in / Sign-out Roster)
  d.   Is a ***training schedule*** available and being followed?
  e.   Are all ***required references*** available?
      (1) POI / CMP
      (2) Current lesson plan
  f.   Are the ***instructor credentials*** available?
      (1) Copy of instructor's proponent certification certificate or copy of the memo to the proponent requesting certification
      (2) Operator's permit (if required)
  g.   Are ***critique sheets*** available for class visitors?
  h.   Are Risk Assessment Matrix avaible?
			TRADOC Reg 350-18,

2. Are copies of ***approved waivers*** available?			
3. Is a copy of all ***written student materials*** for the class available?			
4. Is the instructor ***following the approved lesson plan***?			
5. Is *training scheduled* **in a logical sequence?**			
6. Is the *class location* **suitable for training?**			
7. Are *safety requirements* **being explained and followed?**			
8. Are *students* **motivated and learning?**			
9. Are students and instructors in the same *uniform***?**			
10. Is all *required equipment* **available and being used?**			
11. Is *instructor to student ratio* **being followed?**			
12. Is *student to equipment ratio* **being followed?**			